

TOWN OF MOULTONBOROUGH
Joint Loss Prevention Committee
P.O. Box 139, 6 Holland Street
Moultonborough, NH 03254
(603) 476-2347

Present: X W. Andy Daigneau, Hwy - Chairman
 X Scott Kinmond, Police Dept.
 Jeri King, VNS
 X Scott Greenwood, Waste Mgt.
 Judy Knowles, Library
 X Peter Beede Sr., Highway Dept.
 X Hilary Bride, Recreation – Vice Chair
 X David Bengtson, Fire Dept.

MEETING DATE: TUESDAY, October 27, 2009 at 8:30 a.m., at Town Hall.

1. Call to Order Motion by Andy D. @ 8:50 am
2. Acceptance of Minutes Date: August 18, 2009
Motion by Scott K
Second by Hilary B
Corrections / Clarifications
3. Report of Incidents: None to report
 - a. Time Loss:
 - b. Other reportable incidents
4. Review of _____ Training
5. Inspections

Review of Inspections:

1. Most of the items noted are “Housecleaning and Maintenance” items, no real big budget items.
 2. Suggested to have Primex come in and inspect to see if they concur with our observations or find something we may have missed.
 - a. Have them also look at the inspection forms to see if they would add anything.
6. Training
 - a. Types of training
 - i. Employee Suggestion Forms in Paychecks

- ii. Lifting / strains
 - iii. Back injury prevention
 - iv. The top 2 items on the Policy
 - 1. Taking a proactive role in establishing safe work practices and a safe work environment.
 - 2. Monitor and report and all unsafe conditions.
 - v. Wellness topics
 - vi. Employee moral
 - vii. Preventative Care
 - b. Subway Lunch
 - c. Suggested dates Nov 24th or 17th afternoon
 - d. JLMC Training- Budget request to Selectmen by JLMC Chair
 - i. Purchase of 2 AED's (1 for Town Hall and 1 for WMF)
 - 1. Approx \$1500 for them total
 - 2. CPR/AED training
 - a. Send out Employee questionnaire on who would be interested
 - b. 2 days – in order to not short any department
 - i. 6 hours for initial certification
7. Other Business
- a. Visit by Dept of Labor
 - i. Need to update Policy
 - 1. Use some of the Policies listed to come up with Spring Trainings
 - 2. Look at removing Disciplinary and other policies duplicated in Employee handbook and condense to say “see Employee Handbook Section””
 - ii. Bi Annual Report past due
8. Date of Next Meeting
- Date: Dec 15, 2009
Time: 9:00 am (note time change)
Location: Town Hall
9. Adjournment
- Motion by Andy D
Second by Scott K.
Time 9:52 am